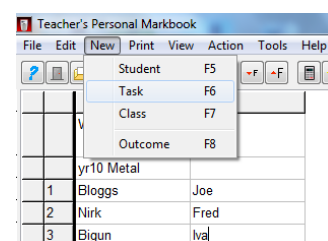
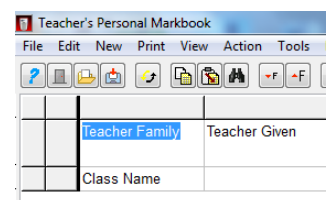
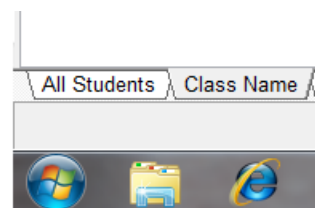
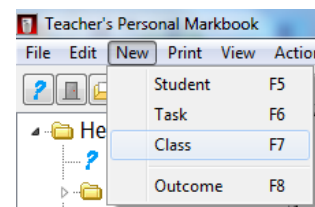
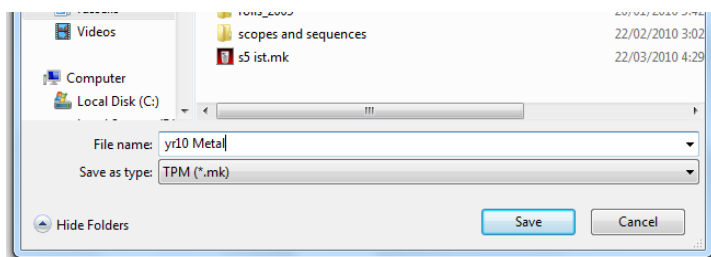


Using Teachers Personal Markbook:

1. Install the 'exe' application from Q:\staff resources\ Staff Software\Teachers Personal Markbook
2. Select 'New' menu > Class (or keypress F7)
3. Click on the 'Class Name' tab (bottom of window)
4. Double click the 'Teacher Family' and type your surname
5. Highlight 'Teacher Given' and type your given name
6. Highlight 'Class Name' and type your class code
7. Select 'New' Menu > Student (or keypress F5)
8. Select 'File' Menu > Save
9. Browse to a safe location, enter the file name and [Save]

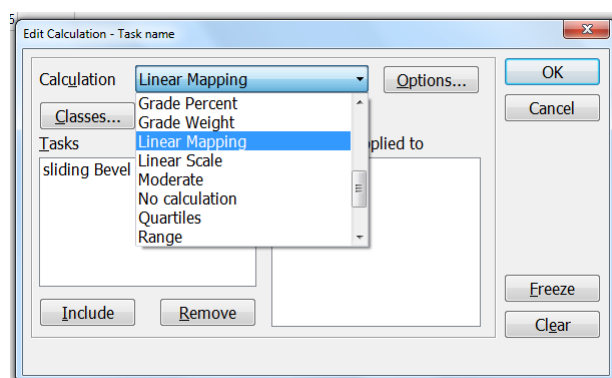
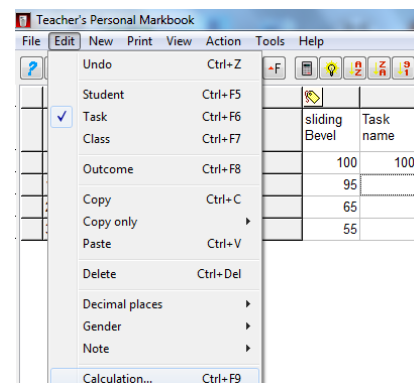


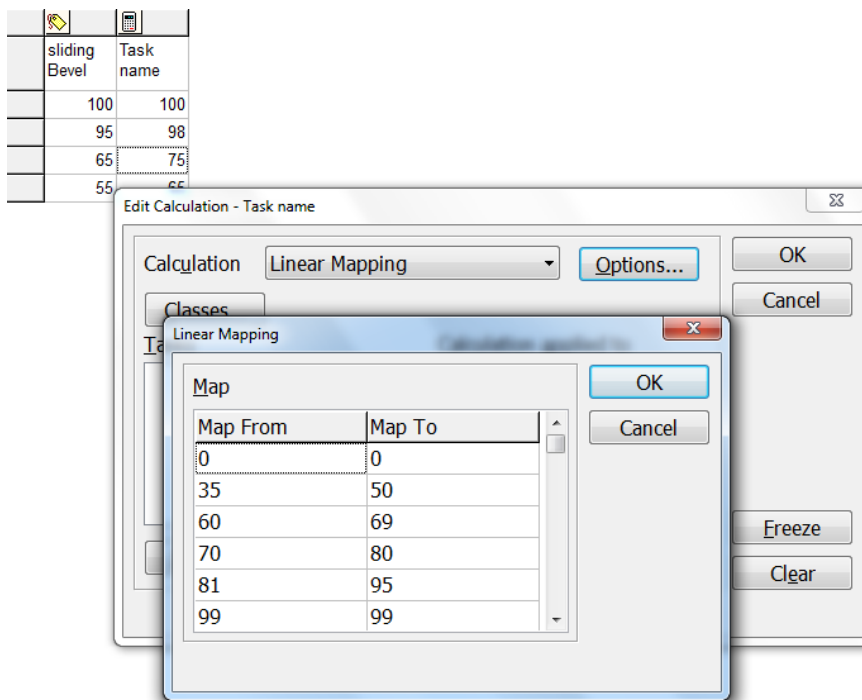
10. Note that the tab at the bottom of the sheet should now display the real class name.
11. Enter each student, pressing F5 for each new student (or import a CSV file previously exported from 'Markbook Assessment Writer')
12. Regularly save your changes.
13. **TO ADD AN ASSESSMENT TASK:**

- a. Select 'New' menu > Task (or keypress F6)
- b. Type the name of the task and expand the column if necessary, then enter the grades.
- c. Save regularly.

14. TO MULTILINEAR MAP:

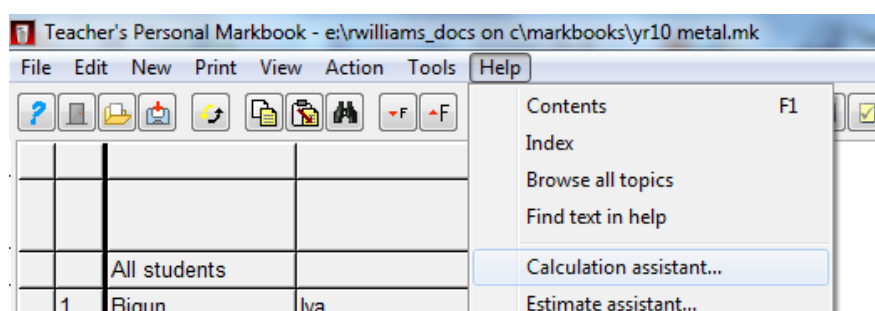
- a. Create a new task (F6)
- b. Select 'Edit' menu > Calculation... (Keypress [Ctrl] + [F9])
- c. Select 'Linear Mapping' in the 'Calculation' drop down box
- d. Drag the 'task name' to the 'applied to' box
- e. Click on [Options] and add your linear mapping options then press [OK]
- f. Right click on the task name to edit it at a later time.





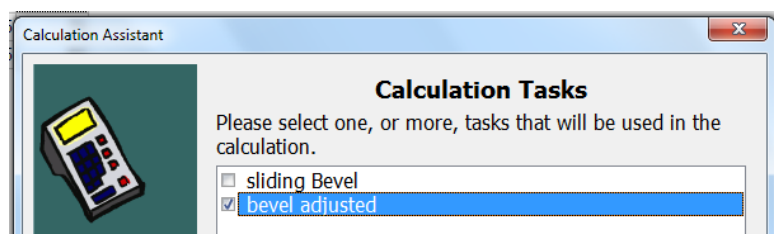
15. TO CALCULATE GRADES:

- Select the 'Help' menu > Calculation assistant...

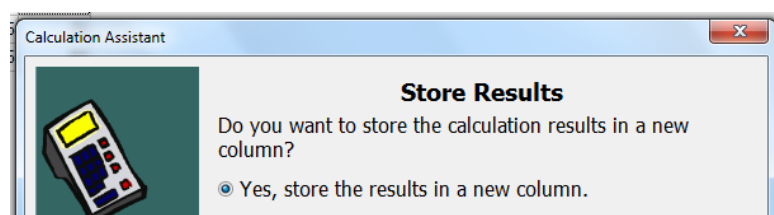


- Click [Next]

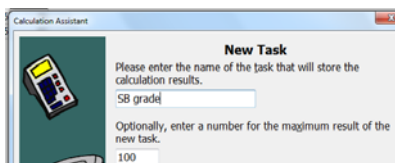
- Select the task mark column (check the box) and click [Next]



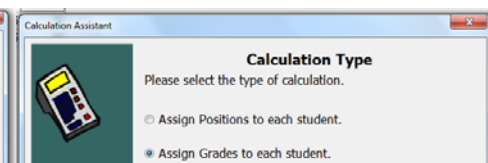
- Click [Next] to store the results in a new column.



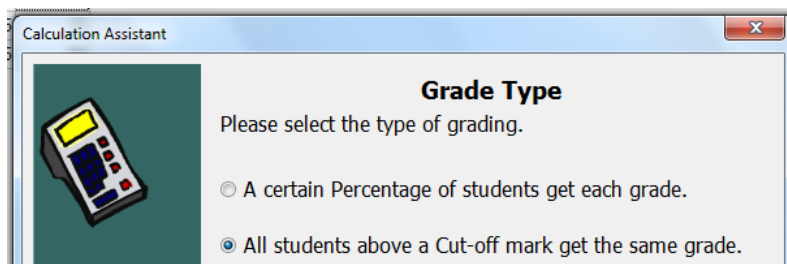
- Enter the name of the task grade and press [Next]



- Select to assign grades and click [Next]



- g. Select 'all students..' and click [Next]

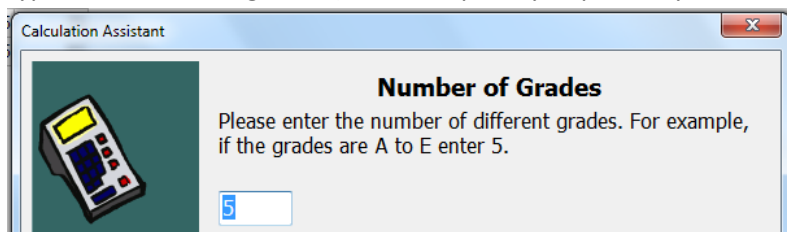


Grade Type
Please select the type of grading.

☐ A certain Percentage of students get each grade.

☒ All students above a Cut-off mark get the same grade.

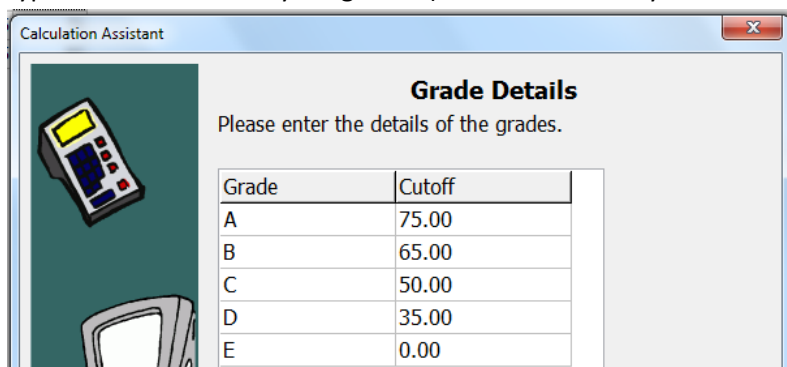
- h. Type the number of grades (for XHS reports you probably won't be allowed to use '5')



Number of Grades
Please enter the number of different grades. For example, if the grades are A to E enter 5.

5

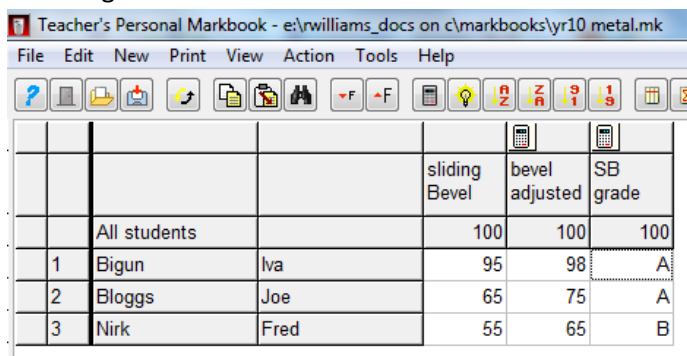
- i. Type in the cut offs for your grades (for results at XHS you will have to lower them), press [Next]



Grade Details
Please enter the details of the grades.

Grade	Cutoff
A	75.00
B	65.00
C	50.00
D	35.00
E	0.00

- j. Select to 'effect all classes' (unless you are a coordinator that moderates 'parallel' classes to cater for teacher variation in marking standards) and click [Next].
- k. Click [Finish] and you will see that you have done a great job in achieving "Excellence" in your student grades.



Teacher's Personal Markbook - e:\rwilliams_docs on c:\markbooks\yr10 metal.mk

			sliding Bevel	bevel adjusted	SB grade
	All students		100	100	100
1	Bigun	Iva	95	98	A
2	Bloggs	Joe	65	75	A
3	Nirk	Fred	55	65	B